


8/16 (24)

ACTON MUNICIPAL PROPERTIES DEPARTMENT

INTERDEPARTMENTAL COMMUNICATION

To: Don P. Johnson, Town Manager **Date:** 7/21/04

From: Dean A. Charter, Municipal Properties Director 

Subject: Acton Garden Club sign request

I am in receipt of a request (copy attached) from the Acton Garden Club for permission to place a temporary A-frame sign in front of the library from 9/23/04 until 9/28/04.

The event is being held in the library, and my understanding is that the approval of this sign should be a very routine matter. I support the request.

cc.: Garry Rhodes, Building Commissioner

TOWN OF ACTON

Building Department

INTERDEPARTMENTAL COMMUNICATION

To: Don Johnson, Town Manager

Date: July 28, 2004

From: Garry Rhodes, Building Commissioner 

Subject: Acton Garden Club Request for Sandwich Board Sign on Town Property

The Acton Garden Club is requesting permission to place a temporary sign to advertise their flower show being held at the Library. The sign is 10 square feet in display area and will be located on the common in front of the library from September 23 to September 28th. The Board of Selectmen has the authority under Section 7.3.3 of their policy to grant permission for this sign. I do not have any concerns if the Board grants the request.

***The Acton Garden Club, Inc.
PO Box 2137
Acton, MA 01720***

July 16, 2004

Acton Board of Selectmen
Dean Charter, Municipal Properties
Town Hall
472 Main Street
Acton, MA 01720

Dear Dean and Selectmen,

The Acton Garden Club continues celebrating its 70th anniversary this year. In September, we will have a Standard Flower Show called "*Garden Inspirations*" which we have arranged with Marcia Rich to be held at the Acton Memorial Library. It will be open to the public on Monday, September 27th and Tuesday September 28th and we invite you to join us and see our club members displays and exhibits.

We respectfully request permission to place a 48" h x 30" w sandwich board on the lawn of the Acton Memorial Library from Thursday, September 23rd to Tuesday, September 28th. Our plan is to display an attractive sign that announces the event "*Garden Inspirations*", our name, and then date and time information. A sign in this location will be important to provide a visual reminder of the event on location. We want town residents as well as neighbors in surrounding towns to know that they are cordially invited to attend.

If you have any questions, I can be reached at 978-635-9570. Thank you for your continued support of the Acton Garden Club projects that benefit the Town of Acton. We look forward to hearing from you on this request.

Very truly yours,

A handwritten signature in cursive script that reads "Jane Olesin".

Jane Olesin, President
Acton Garden Club